

Creswell School District 40

Code: **KG/KGF-AR**

Adopted: 2/03/93

Readopted: 1/13/99; 4/09/08; 2/09/11;
5/10/17

Orig. Code(s): 8130

Community Use of District Facilities and Equipment

Availability of Buildings, Fields and Equipment

It is the administrative practice of the district to make schools available for student use under responsible adult supervision as the highest priority. This should be accomplished while not violating district or Oregon School Activities Association (OSAA) policies; not interrupting school programs or classes; not harming district fields, buildings, equipment or budgets; and maintaining safe and secure environments for students, staff and the public.

In addition, the district is vested in supporting community activities of a civic and recreational nature that are deemed appropriate. Use of facilities and/or equipment for partisan, political or sectarian purposes may be granted with superintendent or Board approval.

The district reserves the right to grant or deny permission for use of district fields, buildings and/or at its sole discretion. In most cases, use by local students will have priority over adult and/or organizational activities.

Gymnasiums and multipurpose rooms will not be available for community activities on holidays, winter, spring or summer breaks without approval.

All athletic venue use must be prearranged with the athletic director of each building.

Rental Application Process

An application form is available at each building and on the website. The application form must be completed by the requesting group, department or individual for all activities in all classifications except school-sponsored activities for students or the educational program at each school. The process is as follows:

1. Obtain the rental application from school office for the building being requested or online for facility and/or equipment being requested;
2. Fill out all portions of the form that are applicable to your request and sign;
3. Provide insurance binder or proof of insurance to accompany requests, a minimum of \$1,000,000;
4. Return signed request with dates and times requested to the appropriate building;
5. Request will be forwarded to the principal for review of existing calendar and staff requirements.

- a. If approval is given, the rental form is signed and sent to district office.
 - b. If the approval is denied, the building will immediately notify the applicant.
6. Upon receipt of a rental application the district office will assess the appropriate fees, review the application for completeness and send a letter to the applicant with a bill within five working days.
 7. Use of facilities are usually not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made.
 8. Use of indoor facilities and the turf field at Creswell Middle School will require that a district employee be on duty during the event. The user will be charged for having a district employee work outside of regularly scheduled times.

Classifications per Board Policy KG and KGF

1. CLASS I – District Use, School District Activities and/or Events
 - a. School-sponsored or co-sponsored activities or events for District students (clubs, intramurals, concerts, etc.)
 - b. School-sponsored activities or events for parents or patrons such as open house
 - c. School-related groups and organizations co-sponsored by the school (Boosters, school advisory committees, Creswell Education Foundation, etc.) with no admission or contribution charges.
 - d. School-sponsored or co-sponsored staff activities (wellness, staff development, or classroom related), with no admission or contribution charges.
 - e. Co-sponsored events or activities with local/county/state official meetings for purposes of public hearings and/or testimony.
2. CLASS II – Recreational and Educational Programs Involving Students
 - a. Staff-led sports teams, associations, clubs, events and/or fundraiser.
 - b. YMCA, Kidsports, AYSO or other youth athletic organizations.
 - c. Youth education or nonprofit organizations (e.g., Scouts, Camp Fire, etc.)
 - d. Education programs sponsored by local nonprofit educational institutions (e.g., University of Oregon, Lane Community College, etc.)
3. CLASS III – Adult and Nonstudent Program
 - a. All profit organizations.
 - b. Churches (for church services) or related religious organizations.
 - c. Nonprofit organizations collecting admission fees or donations beyond rental costs.
 - d. Fundraising activities by groups which otherwise might be approved for free or reduced rates.

Fees and Charges

Area Requested	Class III
Deposit	
Clean-up charges	\$100
Fields	\$35/hour
Cafeteria Commons (no kitchen)	\$25
Library	\$25/hour
Gymnasiums	\$25/hour
Classrooms	\$15/hour
(Technology)	(Additional fees)
Chairs	\$1 each
Bingo Machine	\$25
Turf Maintenance Fee	\$5 per participant per season of use of turf field

Kitchens are not available for public use. Food service may be contracted through the district's food services director using the Kitchen Facility Use Request Form.

Playing fields are on an "as-is" basis for all groups except district athletic teams.

Clean-up charges will be assessed as needed at \$35 per hour.

Deposit - The district reserves the right to ask for a deposit as a condition of rental in order to offset potential costs that may result as a consequence of the use of district equipment or facilities. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, will be returned to the applicant.

Prohibitions

The possession of alcohol, tobacco illegal drugs and/or weapons is prohibited on all school property.

Creswell School District assumes no liability for injuries to renters or their guests while using district facilities.

Facility/Equipment Use Request

Applicant: Please provide complete information as requested.

Full Name _____ Phone (Work) _____
Last First

Phone (Home) _____

Address _____
Number Street City Zip

Email Address _____

Name of Group/Organization Requesting School Facilities _____

Responsible Party Name and Relation to Requesting Group _____

School Requested _____ Room/Area Requested _____

Description/Purpose of Event/Activity _____

Is this a Fundraising Event? Yes No Will Admission Be Charged? Yes No

Will Participants be Paying Entrant Fees to Participate? Yes No

Specify Date(s) and Time of Use _____
Date Time

Approximate Number Expected to Attend _____

Room Arrangement or Equipment Needs _____

**Liability Insurance is Required – A Certificate of Liability Insurance must be provided prior to use
24 hour notice required for cancellation of an event**

Applicant Signature _____ Date _____

Date is available Yes No Room arrangement discussed Yes No

Building staff assigned Yes No Equipment requested Yes No

Custodian _____ Athletic Director _____ Facility Supervisor _____

Building Approval _____ Date _____

Building Use Priority Class I – School District Activity
Class II – Youth Recreation and Education Program
Class III – Civic Clubs, Churches and Other Organizations

Fee: _____ Insurance required Yes No Insurance attached Yes No

District Office Approval _____ Date _____